

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Network Engineer II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Designs, installs, maintains, and troubleshoots local and wide area networks. Resolves network issues through analysis and benchmarking. Performs necessary administrative duties for all local and wide area networks. Provides technical support and consultation for city departments and agencies. Administers contracts for voice and data by writing specifications, reviewing designs, and estimating for installations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs various network functions by analyzing requests for network services, preparing cost estimates and requisitions to secure network services, recommending equipment and support levels, designing, coordinating, installing, and maintaining all network hardware and software.
2	L	Performs administrative and security-related duties for network operating systems, servers, and backup solutions by coordinating services to city agencies and between both city and state agencies for essential network functions.
3	S	Administers contracts for voice and data infrastructure by writing specifications, reviewing designs and estimates, coordinating installations, reviewing and accepting work performed, and approving billing.
4	S	Provides technical support and consulting functions to other city departments and agencies by advising and training staff in use of telecommunication connections and hardware.
5	S	Performs related duties by troubleshooting complex network problems on mission critical hardware and software platforms, and preparing written input and associated cost estimates for the budget.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Four years in Data Communications.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, and data communications material.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write contracts, various reports, and documentation.
Managerial	Managerial responsibilities include coordinating the installation of networks with staff, contractors, vendors and customers.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	On ladders
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	F	Test equipment, tools, cables, parts, boxes, circuit boards
Carrying	F	Test equipment, tools, cables, parts, boxes, circuit boards
Pushing/Pulling	O	Carts, chair, desk drawers
Reaching	F	Installing/connecting cables and equipment
Handling	F	Test equipment, tools, cables, parts, boxes, circuit boards
Fine Dexterity	F	Computer keyboard, installing/connecting equipment
Kneeling	F	Installing/connecting equipment
Crouching	F	Installing/connecting equipment
Crawling	F	Installing/connecting equipment
Bending	F	Installing/connecting equipment
Twisting	F	Installing/connecting equipment
Climbing	O	Ladder
Balancing	O	Ladder
Vision	C	Computer, desk work, reading
Hearing	C	Supervisor, staff, vendors, contractors, customers, telephone, meetings, alarms and equipment noises
Talking	F	Supervisor, staff, vendors, contractors, customers, telephone, meetings
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copper and fiber cabling terminators, fluke lan meter, fiber optic tester, tone generator and receiver, radio, cellular phone, hand tools, computer, laser or inkjet printer, network testing equipment and business suite software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	S	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Electrostatic straps, hard hat

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)